



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES MEDICAL DEPARTMENT ACTIVITY (ALASKA)
1060 Gaffney Road # 7400
FORT WAINWRIGHT, ALASKA 99703-7400

AK-MOU-072



MEMORANDUM OF UNDERSTANDING
BETWEEN
DIRECTOR OF PUBLIC WORKS, FORT WAINWRIGHT ALASKA
AND THE
COMMANDER, U.S. ARMY MEDICAL DEPARTMENT ACTIVITY ALASKA

SUBJECT: Mutual Support Agreement for USA MEDDAC-AK Facilities

1. References:

- a. Memorandum, Department Of The Army, Assistant Chief Of Staff For Installation Management, serial number, DAIM-FDF-M (420-10a) of 16 December 94.
- b. Memorandum, Department Of The Army, U.S. Army Medical Command, serial number, MCFA-PA (420) of 18 September 95.
- c. Current Installation Service Support Agreement (ISSA).
- d. Current version of TOOLBOX manual.
- e. AMSCO Reporting; PE 847778.K7 (CONUS), UMB "K" Dollars for Recurring Maintenance and Minor Repairs less than \$25,000.
- f. AMSCO Reporting; PE 847776.L3 (CONUS), "L" Dollars for Minor Construction work less than \$25,000.
- g. AMSCO Reporting; PE 847778.K8 (CONUS), for major repairs between \$25,000 and \$200,000.
- h. AMSCO Reporting; PE 847776.L3 (CONUS), for minor construction between \$25,000 and \$200,000.
- i. AMSCO Reporting; PE 847778.K8 (CONUS), for major repairs greater than \$200,000.
- j. AMSCO Reporting; PE 847776.L3 (CONUS), for minor construction greater than \$200,000.
- k. Project Support Services Contract; DADA 10-96-D-0013/14

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2. Purpose. To provide an agreed-upon basis and common guidance for repair and construction projects performed on category 500 and non-category 500 facilities, located at Fort Wainwright, Alaska (FWA).

3. Problem. An agreement must exist between the Director of Public Works (DPW), FWA and the Commander, U.S. Army Medical Department Activity Alaska (USA MEDDAC-AK) on how repair and construction projects, whether funded directly or indirectly by the U.S. Army Medical Command (USA MEDCOM), will be managed by the DPW/USA MEDDAC-AK team.

4. Scope:

a. The policies of references (a) and (b) necessitate the requirement to issue this Memorandum Of Understanding (MOU).

b. This MOU identifies responsibilities and standardizes the relationships between the DPW, FWA and USA MEDDAC-AK.

c. This MOU specifically excludes the installations at Fort Greely, Alaska (FGA) and Fort Richardson, Alaska (FRA).

d. The provisions of this MOU are applicable to all DPW and USA MEDDAC-AK personnel assigned to FWA activities.

e. The intent of this MOU is to create a DPW/USA MEDDAC-AK facilities support team.

f. This MOU augments reference (c) and does not relieve the DPW or USA MEDDAC-AK from any current responsibilities.

g. This MOU outlines specific support requirements associated with Recurring Maintenance and Minor Repair (RM&MR), Minor Construction (MC), Major Repair (MR), MEDCOM Project Support Services (MPSS), Quality Assurance (QA), Supply Support (SS), and Facilities Management Branch (FMB) policies. These support requirements are necessary to ensure that all category 500 and non-category 500 facilities can continue to support readiness, ensure patient safety and, if applicable, meet the Joint Commission on Accreditation of Healthcare Organizations

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(JCAHO) accreditation requirements.

5. Understandings:

a. USA MEDDAC-AK reimbursable account definitions are as follows:

(1) For Fiscal Year (FY) 98, UMB "K" dollars are limited to all RM&MR projects performed, inside the 5 foot line, on both category 500 and non-category 500 building.

(2) "L" account dollars are for new work and can be utilized on both category 500 and non-category 500 building.

(3) BASOPS "J" account dollars are for electricity, steam heat, water, and sewer provided to all USA MEDDAC-AK facilities. An agreement between MEDCOM and the MACOM dealing with transferring these funds to USA MEDDAC-AK has not been established. When an agreement is reached for the transfer of "J" account funds to USA MEDDAC-AK, USA MEDDAC-AK will only be responsible to reimburse "J" account funds up to but not exceeding the actual dollar amount transferred from the MACOM.

(4) Engineering and Services "M" account. USA MEDDAC-AK will only be responsible to reimburse "M" account funds up to but not exceeding the actual dollar amount transferred from the MACOM.

(5) Entomology "M3" account. USA MEDDAC-AK will only be responsible to reimburse "M3" account funds up to but not exceeding the actual dollar amount transferred from the MACOM.

(6) Environmental account. USA MEDDAC-AK will only be responsible to reimburse Environmental account funds up to but not exceeding the actual dollar amount transferred from the MACOM.

(7) GSA "D" account. "D" account funds are for GSA vehicle leases. USA MEDDAC-AK will be responsible to reimburse GSA "D" account funds up to but not exceeding the actual dollar amount transferred from the MACOM.

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b. Funding Responsibilities:

(1) For FY 98, USA MEDDAC-AK is responsible for the following funding accounts:

(a) RM&MR UMB "K" account funds up to \$25,000 per project.

(b) New Work "L" account funds up to \$25,000 per project.

(c) BASOPS "J" account up to the amount transferred from the MACOM.

(d) Engineering and Services "M" account up to the amount transferred from the MACOM.

(e) Entomology "M3" account up to the amount transferred from the MACOM.

(f) Environmental account up to the amount transferred from the MACOM.

(g) GSA "D" account up to the amount transferred from the MACOM.

(2) The Major Subordinate Command (MSC) is responsible for all MR and MC funding between \$25,000 and \$200,000.

(3) USA MEDCOM is responsible for all MR and MC funding in excess of \$200,000.

c. USA MEDDAC-AK provides USA MEDCOM with monthly status reports on all K, L, MR, and MC expenditures in accordance with references (e), (f), (g), (h), (i), and (j), respectively.

d. Total square footage for FWA MTFs is 226,132 square feet. The MTF numbers are 1064, 2063, 3406, 4065, and 4065 annex. Total square footage for FWA non-category 500 facilities is 69,692 square feet. The non-category 500 building numbers are 3567, 4067, 4068, 4069, 4070 (40% MEDDAC/60% CRREL), and 4075.

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e. All repair and construction work performed on category 500 and non-category 500 facilities must meet installation standards, U.S. Army regulations, National Fire Protection Association (NFPA) Life Safety codes, JCAHO accreditation regulations, and comply to all local, state, and federal regulations.

6. Agreements:

a. USA MEDDAC-AK Preventive Maintenance (PM) personnel will perform RM&MR on the following systems that are installed in the MTFs:

(1) Heating Ventilating and Air Conditioning (HVAC). The HVAC systems include, but are not limited to, the following:

- (a) Main Air Handling Unit (AHU).
- (b) Critical Care AHU and related ancillary equipment.
- (c) Steam distribution and heat exchange systems.
- (d) Air conditioners and refrigeration compressors.
- (e) Steam-to-steam and steam-to-water heating systems.

(2) Mechanical Systems. The mechanical systems include, but are not limited to, the following:

- (a) Mechanical air compressors.
- (b) Dental air compressors.
- (c) Medical and Dental vacuum systems.
- (d) Anesthetic vacuums.
- (e) Circulating pumps.
- (f) Glycol pumps.
- (g) Automatic doors and associated mechanisms.

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(3) Plumbing systems. The plumbing systems include, but are not limited to, the following:

- (a) Potable water and water softening systems.
- (b) Piping for potable water systems.
- (c) Grease traps.
- (d) Sump pumps and related piping system.

(4) Steam subcomponent systems. These subcomponent systems include, but are not limited to, the following:

- (a) Condensate return units.
- (b) Steam traps and strainers.
- (c) Pressure Regulating Valves (PRVs).
- (d) Heat exchangers and related pneumatic controls.

(5) Sewage systems. These systems include, but are not limited to, the following:

- (a) Toilets and sinks.
- (b) Lift stations.
- (c) Sewage piping systems.

(6) Electrical systems. These systems include, but are not limited to, the following:

(a) Power panels located throughout the MTF. The PM team will exercise circuit breakers annually, excluding the main power distribution panels in the basement which are maintained by the DPW, Utilities Branch.

(b) All electrical outlets. A tension and polarity check will be performed on the emergency power outlets every 6 months and every 12 months on the normal power outlets.

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(c) Emergency lighting systems.

(7) All facility mounted kitchen equipment. Note: DPW repairs all kitchen equipment that are on a hand receipt.

(8) Critical care systems. These systems include, but are not limited to, the following:

(a) All medical gas systems.

(b) Critical care systems.

(c) Morgue coolers and related equipment.

(d) Laboratory coolers.

(e) Nitrous Oxide systems.

b. DPW personnel will perform RM&MR on the following systems:

(1) Water Treatment Plant and related machinery.

(2) Fire sprinkler system and related subcomponents.

(3) Fire alarm system and related subcomponents.

(4) Passenger Elevators

(5) Utility systems. The utility systems include, but are not limited to, the following:

(a) The water mains, fire hydrants, and related subcomponents that supply water to the facilities.

(b) The main steam lines and related subcomponents that supply steam to the facilities.

(c) The electrical power distribution system.

(d) Emergency Generator Systems.

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c. To best utilize diminishing funds, DPW personnel and resources will be used to the maximum extent possible to perform RM&MR and MC on all USA MEDDAC-AK facilities. DPW will make minor repairs on MTF systems that are beyond the scope of the USA MEDDAC-AK mechanic. If the USA MEDDAC-AK mechanic becomes overwhelmed with minor repairs, USA MEDDAC-AK will issue service orders to DPW for assistance to help eliminate the back-log of minor repairs.

d. USA MEDDAC-AK will ensure that the USA MEDDAC-AK mechanic performing RM&MR on MTF facilities is fully cognizant of his/her mission and responsibilities and is properly trained and certified in accordance with all local, state, federal, U.S. Army, and USA MEDDAC-AK regulations.

e. USA MEDDAC-AK will provide to the DPW the following:

(1) A complete non-medical equipment inventory list identifying all the non-medical equipment installed in FWA MTFs. The equipment inventory list will be updated and submitted annually.

(2) A list of names and areas of responsibility for personnel authorized to represent USA MEDDAC-AK for the purpose of approving work. The list of authorized personnel will be updated and submitted annually or when changes in personnel assignments dictate sooner submittals.

(3) A list of all expendable items used to support the USA MEDDAC-AK PM program. The list will be updated quarterly and will identify the actual quantities of expendable items consumed during the prior quarter.

f. USA MEDDAC-AK will make every effort to purchase all expendable and non-expendable items and repair parts required to support the USA MEDDAC-AK PM program through the DPW supply system. This excludes tools and other Hand Receipt items. USA MEDDAC-AK will provide payment for the items and parts purchased for the PM program to the DPW Supply Branch.

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g. Work Order Requests (DA 4283):

(1) USA MEDDAC-AK is a DPW customer and reserves the right to withdraw or cancel a work request.

(2) USA MEDDAC-AK will identify the preferred method of support for a project on the 4283. DPW and USA MEDDAC-AK will determine an appropriate method of contract execution for the project. If an agreement does not exist between DPW and USA MEDDAC-AK and DPW selects an alternate form of support, DPW will submit, within 10 working days, a memorandum to USA MEDDAC-AK which contains the following:

(a) Type of contract (Medical JOC, JOC, DOC, COE, TOOLBOX, PO, etc.) selected in lieu of the original preferred selection for project support.

(b) Reasons for selecting an alternate contract for project support should include, but not be limited to, the following:

(1) Cost savings per project.

(2) Ability to meet project deadlines and completion dates.

(3) Available warranty and local support personnel.

(4) Preliminary timeline (ghant charts) for project completion.

(c) DPW will process DA 4283s according to following priorities:

(1) Priority I DA 4283s will be processed (the cost estimated and a timeline) within 10 days after receipt of DA 4283. Assignment of a Priority I to a DA 4283 requires a written justification from USA MEDDAC-AK identifying the urgency, a written verification that states that the USA MEDDAC-AK has sufficient funds in-house or funds can be readily obtained within the same 10 day period, a detailed Scope Of Work (SOW), detailed engineering drawings, and a Government Cost Estimate (GCE).

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(2) Priority II DA 4283s will be processed within 30 days after receipt of DA 4283. Assignment of a Priority II to a DA 4283 requires a written verification that USA MEDDAC-AK has sufficient funds in-house or funds can be easily obtained within the same 30 day period, a complete SOW, detailed engineering drawings, and a GCE.

(3) Priority III DA 4283s will be processed within 60 days after receipt of DA 4283. Assignment of a Priority III to a DA 4283 requires a verbal verification that USA MEDDAC-AK has sufficient funds in-house or funds can be readily obtained within the same 60 day period, a SOW, engineering sketches, and a GCE.

(4) Priority IV DA 4283s will be processed within 90 days after receipt of DA 4283. Priority IV DA 4283s will be issued for budgeting purposes and routine DPW support. Assignment of a Priority IV to a DA 4283 requires verbal verification that USA MEDDAC-AK has sufficient funds in-house to cover engineering and overhead expenses, a brief SOW, and project sketches. If DPW can not process a Priority IV DA 4283 within 90 days, then DPW will sign and return the DA 4283 to USA MEDDAC-AK.

(5) DPW will process only the DA 4283s that are submitted by authorized USA MEDDAC-AK personnel. All DA 4283s submitted to DPW by unauthorized personnel will be returned to USA MEDDAC-AK for review.

(6) In the event that USA MEDDAC-AK submits a DA 4283 which DPW cannot process within the time frames for that Priority, DPW will return the DA 4283 to USA MEDDAC-AK. DPW will sign the DA 4283 giving project approval authority, if DPW agrees that it is a valid project. For the DA 4283s which exceed the DPW's project approval authority, an explanation of the next step in the approval process will be provided to USA MEDDAC-AK. For DA 4283s which DPW believes are invalid, a detailed explanation of this determination will be provided to USA MEDDAC-AK. For an approved DA 4283 which DPW cannot process within the time frames for that priority, USA MEDDAC-AK may obtain goods and services from alternate sources. For any goods and services to be obtained

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from alternate sources which would cause a modification, alteration, or addition to a building or building system, DPW review and approval of the detailed drawings and specifications will be secured prior to any work being performed.

(7) Upon receipt of detailed drawings, SOW, and specifications, a Design Review Conference (DRC) will be held, within 10 working days, between DPW and USA MEDDAC-AK. Any design deficiencies noted during the DRC will be resolved within the time constraints of the proposed project.

(8) The DPW cost estimate and the USA MEDDAC-AK cost estimate for a DA 4283 project should be within +/- 10% of each other. If a larger than +/- 10% discrepancy exists, the personnel responsible for the cost estimates will refine the project until a +/- 10% cost differential exists.

h. DPW will support all non-category 500 buildings on an equitable basis as compared to all other tenant activities.

i. DPW and USA MEDDAC-AK will identify individual APC numbers for each individual account that USA MEDDAC-AK is responsible for. Refer to paragraph 5.b.1 for specifics.

j. DPW will provide USA MEDDAC-AK with the following:

(a) An inventory list of all equipment changed out or modified when performing MTF repairs. This list is essential to maintain accurate records for JCAHO. This list will be issued on a quarterly basis.

(b) Three copies of all documents generated during major and minor construction projects. Documents should include, but not be limited to, the following:

(1) Engineering drawings. Vellum drawings are the drawings of choice.

(2) Repair and operating manuals, if applicable.

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(3) Specifications.

k. If an in-house repair is going to cost more than \$8000, DPW will contact USA MEDDAC-AK first before proceeding with the repair. This is essential to ensure that USA MEDDAC-AK has sufficient funds in-house to fund such a project.

7. Resource Management:

a. The DPW Business Office will submit MTF service order requests for payments to FMB on a monthly basis.

b. USA MEDDAC-AK will provide payment to the DPW Business Office within 10 working days after receipt of DPW request for payment.

c. All routine MTF service order requests for payment will reflect the following:

(1) Shop hourly rates, including benefits. Only the shop hourly rate times the actual hours spent on an MTF project will be paid through the "K" account.

(2) Shop overtime rates. Only the actual overtime hours required to complete an MTF project will be paid for through the "K" account.

(3) Material costs. Only the materials used to support specific MTF jobs and PM program jobs can be paid through the "K" account. For service orders, the shop hourly material rate times the actual hours spent will determine the material costs.

(4) Equipment rental costs. Equipment will include vehicles and special DPW shop equipment. Only the actual equipment rental hours used to support an MTF project will be paid through the "K" account. USA MEDDAC-AK will furnish the Maintenance Mechanic with a service vehicle.

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(5) The DPW Business Office will identify MTF emergency support costs separately. Emergency support costs will be paid for through the "K" account providing that the total expenses incurred during the emergency do not exceed \$25,000. Otherwise, USA MEDDAC-AK must secure funds from alternate sources.

d. USA MEDDAC-AK will fund DA 4283 projects using Progress Payments (PPs). The first PP will pay for engineering and overhead expenses required to process a DA 4283, the next PP will be for project start-up, and the final PP will be made when the project is completed and accepted by DPW and USA MEDDAC-AK. For projects to be executed by contract, 100% of the contract cost will be paid prior to contract award or issuance of delivery order.

8. Quality Assurance:

a. DPW and USA MEDDAC-AK will form a Quality Assurance (QA) team. The QA team will have members from both activities. The QA team will ensure that only quality work is performed on the MTF. Signatures from the QA team will be required before DPW accepts a project.

b. The QA team will immediately notify DPW and USA MEDDAC-AK of any discrepancies noted during the execution of a project. The DPW and USA MEDDAC-AK will initiate corrective actions immediately to prevent unsatisfactory work.

c. Depending on the size of the project, USA MEDDAC-AK can obtain QA personnel, Project Managers, and Engineers through the services of reference (k).

9. Emergency Support:

USA MEDDAC-AK will attempt to repair the emergency situation. If the repair is beyond the capability of USA MEDDAC-AK, DPW will be required to provide emergency support for all USA MEDDAC-AK facilities. Emergency support for MTFs is essential for patient welfare and safety. Emergency support also safeguards the facilities from extreme damage.

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10. Utility Meters:

a. In accordance with AR 420-41, appendix C, paragraph C-4, the cost of procurement and installation of utility meters is a USA MEDCOM responsibility. When funding becomes available, USA MEDDAC-AK will transfer funding to DPW for the installation of meters on all category 500 and non-category 500 facilities.

b. The types of utility meters required to support the ECP are as follows:

- (1) Electrical meters.
- (2) Water meters.
- (3) Steam meters.

11. Effective Dates and Termination:

a. This agreement is effective upon signature of parties concerned. It will remain in effect until superseded or terminated as indicated in paragraph c below.

b. This MOU will be reviewed annually and/or updated at any time any major policy change affects the provisions of this document. Amendments will be recorded and published as addenda to this agreement.

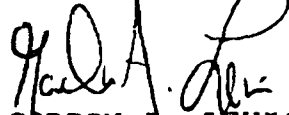
c. This MOU may be terminated upon the mutual agreement of both signatories or 90 days following receipt of written notice of withdrawal by one of the signatories.

12. Monthly Meetings. DPW and USA MEDDAC-AK will meet once a month to discuss all issues pertinent to this MOU. DPW will provide monthly billings for BASOPS, category 500 facility service order work, and funding requests and/or increases for current work orders.

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13. Supersession: None.

USA MEDDAC-AK



GORDON A. LEWIS

LTC, MS

Deputy Commander for
Administration

DATE: 19 May 1997

DIRECTORATE OF PUBLIC WORKS



CHRISTOPHER J. YOUNG

LTC, EN

Director of Public Works
Ft. Wainwright, AK

DATE: 19 May 1997